

**BID FILE CONTENTS AND CHECK-OFF SHEET**  
**CONSTRUCTION**

**Bid #** \_\_\_\_\_ **Title** \_\_\_\_\_

**Project Manager Verification:** Firm Name \_\_\_\_\_

Project Number: \_\_\_\_\_

- ☐ Obtain Bid number from SFB. \_\_\_\_\_
- ☐ Run Vendor Bid List. \_\_\_\_\_
- ☐ Retain Vendor List in file. \_\_\_\_\_
- ☐ Advertise in appropriate papers, -Include Copy of Affidavit of Advertisement  
\_\_\_\_\_
- ☐ Mail Notice of Invitation to Bid \_\_\_\_\_
- ☐ Verify Districts are members of SCIP, if not contact SCIP \_\_\_\_\_
- ☐ Schedule rooms for Pre-Bid (if not done at site) and Bid Opening  
\_\_\_\_\_
- ☐ Schedule SCIP to attend the pre-bid, if necessary \_\_\_\_\_
- ☐ Create Pre-Bid Sign-In Sheet and retain original in-Bid file.  
\_\_\_\_\_
- ☐ Create Bid Documents using SFB construction boilerplate and scope of work from  
Architect/Engineer. \_\_\_\_\_
- ☐ Create Bid Tabulation Sheet for opening \_\_\_\_\_
- ☐ Project Manager/Architect/Engineer will read the bids, and verify all paperwork.  
\_\_\_\_\_
- ☐ Record bid prices on bid tabulation sheet at opening and retain original in file.  
\_\_\_\_\_
- ☐ The Project Manager/Architect/Engineer may take all Bid Documents in order to  
examine them and make the recommendation for award.  
\_\_\_\_\_
- ☐ Verification of bid bond, non-collusion, asbestos statement, 20 Year roof warranty,  
cooperative purchasing agreement (if applicable), etc. \_\_\_\_\_

- ☐ Retain all bid documents in file along with copy of date stamped envelopes and any other pertinent information. Return unsuccessful contractor's bid bond \_\_\_\_\_
- ☐ PO payable to the SFB to be executed by the district where school funds are included in the project and the Purchase Order executed by the SFB payable to the contractor copy to go into file. \_\_\_\_\_
- ☐ Verify proof of insurance on project received from SCIP \_\_\_\_\_
- ☐ Proof of Insurance received from awarded contractor. \_\_\_\_\_
- ☐ Payment and Performance Bonds received from awarded contractor. \_\_\_\_\_
- ☐ Retain Architect/Engineer's Recommendation Letter of Recommendation in the file. \_\_\_\_\_
- ☐ Contracts prepared by Project Manager \_\_\_\_\_

**SFB Verification:**

- ☐ Letter of Intent to Award Contract to PM, Contractor and SCIP \_\_\_\_\_
- ☐ Notice to Proceed and PO to PM and Contractor. \_\_\_\_\_
- ☐ Contract executed by SFB. \_\_\_\_\_
- ☐ Return original Bid Bonds and sealed Sub-Contractor Lists to the unsuccessful vendors by mail. \_\_\_\_\_
- ☐ Signed Roofing 20 Year Maintenance Warranty (if applicable). \_\_\_\_\_

\_\_\_\_\_  
Project Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SFB Signature

\_\_\_\_\_  
Date